United Nations ST/SGB/2002/14

Secretariat

22 November 2002

Secretary-General's bulletin

Organization of the secretariat of the United Nations Human Settlements Programme

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and General Assembly resolution 56/206 of 21 December 2001, entitled "Strengthening the mandate and status of the Commission on Human Settlements and the status, role and functions of the United Nations Centre for Human Settlements (Habitat)", and for the purpose of establishing the organizational structure of the secretariat of the United Nations Human Settlements Programme (UN-Habitat),[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11 and ST/SGB/2000/13, entitled "Organization of the United Nations Office at Nairobi", with due regard to the provisions of General Assembly resolution 56/206.

Section 2
Functions and organization

2.1 The secretariat of the United Nations Human Settlements Programme shall have the responsibilities set out in General Assembly resolution 56/206, paragraph 228 of the Habitat Agenda[2] and General Assembly resolution 32/162 of 19 December 1977. The secretariat specifically:

[1] The General Assembly decided, in its resolution 56/206 of 21 December 2001, inter alia, to transform, with effect from 1 January 2002, the United Nations Centre for Human Settlements (Habitat) into the secretariat of the United Nations Human Settlements Programme (UN-Habitat).

[2] *Report of the United Nations Conference on Human Settlements (Habitat II), Istanbul, 3-14 June 1996* (United Nations publication, Sales No. E.97.IV.6), chap. I, resolution 1, annex II. The Habitat Agenda was endorsed by the General Assembly in its resolution 51/177 of 16 December 1996.

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(a) Provides advice and support to the Secretary-General in the discharge of his or her global responsibilities relating to human settlement issues;

(b) Provides substantive support and servicing to the General Assembly, the Economic and Social Council and the Governing Council of the United Nations Human Settlements Programme and its subsidiary bodies on issues concerning human settlements and human settlement development and the implementation of the Habitat Agenda;

(c) Monitors, with a view to ensuring harmonization at the inter-secretariat level, adequate shelter for all and sustainable human settlement development programmes planned and carried out by the United Nations system;

(d) Assists the Governing Council of UN-Habitat in formulating recommendations for coordinating adequate shelter for all and sustainable human settlement development activities in the United Nations system, keeping them under review and assessing their effectiveness;

(e) Facilitates, promotes and executes adequate shelter for all and sustainable human settlement development programmes and projects;

(f) Facilitates the global exchange of information on adequate shelter for all and sustainable human settlement development by, inter alia, exchanging information on best practices and encouraging research activities on sustainable approaches and methods concerning building materials and construction technology;

(g) Deals with interregional issues relating to adequate shelter for all and sustainable human settlement development in full cooperation with the regional commissions as well as the principal financial and technical institutions and other relevant partners at the regional level;

(h) Supplements regional expertise in formulating and implementing adequate shelter for all and sustainable human settlement development programmes and projects when so required, paying due attention to regional cooperation institutions;

(i) Promotes and consolidates collaboration, within the legal framework of each country, with all partners, including local authorities and private sector and non-governmental organizations, in the implementation of the Habitat Agenda and the Declaration on Cities and Other Human Settlements in the New Millennium;[3]

(j) Analyses and monitors major trends in urbanization and the impact of policies for urban and rural settlements, tracking progress in the implementation of the Habitat Agenda and continuing its publications programme, including publication of the Global Report on Human Settlements and the State of the World's Cities Report;

(k) Provides assistance in establishing guidelines for national and local monitoring and evaluation of the implementation of the Habitat Agenda through the use of the housing and human settlements indicator programme;

(l) Promotes the management and community-based development of human settlements, aiming in particular at achieving transparent, representative and

[3] General Assembly resolution S-25/2, annex.

accountable governance through institutional development, capacity-building and partnership;

(m) Strengthens the United Nations Habitat and Human Settlements Foundation in order that it may achieve its primary operative objective, as set out in General Assembly resolution 3327 (XXIX) of 16 December 1974 and confirmed in Assembly resolution 56/206, of supporting the implementation of the Habitat Agenda and the Declaration on Cities and Other Human Settlements in the New Millennium, including supporting shelter and related infrastructure development programmes as well as housing finance institutions and mechanisms, particularly in developing countries.

2.2 The secretariat of UN-Habitat is divided into organizational units, as described in the present bulletin.

2.3 The secretariat is headed by the Executive Director. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General and is elected by the General Assembly upon nomination by the Secretary-General.

3.2 The Executive Director is responsible for all the activities of the secretariat, as well as its administration. The Executive Director, under the authority of the Governing Council:

(a) Provides overall direction on substantive and managerial matters and leadership to UN-Habitat in the realization of its objectives and the implementation of its programmes;

(b) Defines broad strategies to promote and support policy advocacy activities and initiates and coordinates policy dialogue with Governments, local authorities and other partners in the implementation of the Habitat Agenda;

(c) Promotes partnerships with other United Nations bodies to ensure effective coordination of human settlement activities in the United Nations system;

(d) Participates in the United Nations System Chief Executives Board for Coordination, ensuring effective system-wide coordination and collaboration in activities relating to human settlements;

(e) Is responsible for administering the United Nations Habitat and Human Settlements Foundation and providing technical and financial services related to the Foundation, including the establishment of programmes, guidelines and directives;

(f) Seeks the cooperation and support of financial institutions in developed and developing countries, in fulfilment of the objectives of the Foundation;

(g) Provides overall direction to the fund-raising and resource-mobilization activities of UN-Habitat pursuant to the call by the General Assembly in its

resolution 56/206 for continued fund-raising appeals and initiatives so as to substantially increase Foundation resources;

(h) Discharges any other duties that may be assigned to him or her by the Secretary-General, including at the Nairobi location.

Section 4
Office of the Executive Director

4.1 The Office of the Executive Director is headed by a Chief, who is accountable to the Executive Director.

4.2 The core functions of the Office are as follows:

(a) Providing executive and support services to the Executive Director and the Deputy Executive Director as well as the management team of UN-Habitat;

(b) Supporting the efficient flow of information within the Programme;

(c) Ensuring the effective functioning of support services, particularly correspondence and briefing processes for the Executive Director;

(d) Overseeing relations with the host Government;

(e) Liaising with the United Nations Office at Nairobi and the United Nations Secretariat on matters of mutual interest;

(f) Ensuring effective relations between the Executive Director and Governments, delegations to relevant intergovernmental meetings, non-governmental organizations and other partners, as well as the press and the media in general;

(g) Ensuring compliance with Governing Council decisions, resolutions and policy directives as well as with United Nations regulations, rules and procedures, and analysing and disseminating relevant resolutions of the General Assembly, the Economic and Social Council, the Governing Council and other relevant intergovernmental bodies and international and regional conferences;

(h) Supervising evaluation, press and media activities;

(i) Carrying out specific assignments as might be requested by the Executive Director.

Section 5
Deputy Executive Director

5.1 The Executive Director, in discharging his or her responsibilities and functions, is assisted by the Deputy Executive Director. The Deputy Executive Director, who is appointed by the Secretary-General at the Assistant Secretary-General level, is accountable to the Executive Director.

5.2 The Deputy Executive Director:

(a) Advises the Executive Director on substantive matters;

(b) Serves as Deputy Administrator of the Foundation and oversees its day-to-day operations;

(c) Assists the Executive Director in strategic planning and in the development of management tools and instruments to enhance the Programme's ability to fulfil its mandate;

(d) Assists the Executive Director in fostering relations with Governments and strengthens good working relationships with permanent missions accredited to UN-Habitat;

(e) Supervises information services, the servicing of the Governing Council, and UN-Habitat liaison offices outside Nairobi.

Section 6
Programme Support Division

6.1 The Programme Support Division is headed by a Director who is accountable to the Executive Director.

6.2 The core functions of the Division are as follows:

(a) Ensuring that UN-Habitat utilizes effective planning practices and procedures and keeping them under constant review;

(b) Ensuring the sound financial and administrative management of UN-Habitat, including the coordination of medium-term plans and work programmes;

(c) Ensuring the proper servicing of funding partners and compliance with agreements;

(d) Providing overall direction and guidance on the allocation and management of resources within the Programme;

(e) Taking responsibility for UN-Habitat support services, keeping them under constant review and initiating changes as appropriate;

(f) Liaising with the United Nations Office at Nairobi on the efficient delivery of administrative services to UN-Habitat.

Section 7
Shelter and Sustainable Human Settlements Development Division

7.1 The Shelter and Sustainable Human Settlements Development Division is headed by a Director, who is accountable to the Executive Director.

7.2 The core functions of the Division are as follows:

(a) Promoting sustainable shelter and urban development policies;

(b) Taking overall responsibility for the Global Campaign for Secure Tenure and the Global Campaign on Urban Governance, managed within the strategic vision of the Programme;

(c) Coordinating global programmes and incorporating experience and information into the normative work of the Programme;

(d) Developing global policy capacity and outputs of the Programme, including legislative guidelines and norms and standards;

(e) Promoting cooperation with scientific and research institutions with regard to the development of policy options;

(f) Promoting substantive dialogue and partnerships among governmental authorities at all levels, community organizations, non-governmental organizations and the private sector in order to improve and strengthen national and local capacity in urban management and shelter policy;

(g) Providing appropriate support to regional activities;

(h) Providing expert advice and support to Member States and partners in the field of sustainable human settlement development and urbanization;

(i) Developing national capacity to review and amend national legislation within a housing rights framework and providing for equal treatment of women;

(j) Supporting the development of people-centred slum-upgrading policies at the national and city levels by scaling up locally gained experience;

(k) Assisting in strengthening the management capacity of local authorities through training and organizational development, as well as through the promotion and support of decentralization policies, legislation and programmes;

(l) Supporting implementation of the norms of good urban governance, especially among local authorities.

Section 8
Monitoring and Research Division (Urban Secretariat)

8.1 The Division is headed by a Director, who is accountable to the Executive Director.

8.2 The core functions of the Division are as follows:

(a) Providing monitoring and analytical support to the substantive work of the Programme, especially on cross-cutting issues;

(b) Maintaining and strengthening UN-Habitat as the global focal point for the implementation of the Habitat Agenda and the Declaration on Cities and Other Human Settlements in the New Millennium, especially with regard to monitoring, assessment and the dissemination of best practices;

(c) Providing a comprehensive system for capturing and managing relevant information, data and statistics and making such information accessible to partners;

(d) Assisting in the identification of emerging or existing regional and global trends that may have an impact on the work of the Programme;

(e) Coordinating the Programme's policy on gender mainstreaming;

(f) Promoting the establishment of networks of intellectual and substantive support for the Programme and ensuring the servicing of such networks;

(g) Assisting in identifying methods and procedures to improve the quality of internal debate within the Programme and promoting the rigorous exchange of ideas and information, including the involvement of partners, where appropriate;

(h) Providing support and advice on the strategic use of information in strengthening the Programme's role as an advocacy agency;

(i) Publishing flagship reports on human settlement development including the biennial Global Report on Human Settlements and State of the World's Cities Report.

Section 9
Regional and Technical Cooperation Division

9.1 The Regional and Technical Cooperation Division is headed by a Director, who is accountable to the Executive Director.

9.2 The core functions of the Division are as follows:

(a) Providing technical cooperation services upon request from Governments;

(b) Providing support to the regionalization of the Programme's global campaigns and ensuring the incorporation of the regional dimension into the global campaigns;

(c) Providing support to the development of urban strategies at the regional and national levels;

(d) Assisting the regional offices in the establishment, promotion and support of regional networks;

(e) Providing support to local authorities in their national and regional activities;

(f) Ensuring the exchange of experience and information between headquarters and regional offices and ensuring the incorporation of regional lessons learned into the Programme's policy and work programme;

(g) Providing implementation capacity and advice to other organizations within the United Nations system, in particular the United Nations Environment Programme;

(h) Providing technical advice on matters relating to land, housing, finance, disaster and post-conflict management, infrastructure and urban governance in coordination with the relevant substantive divisions of UN-Habitat.

Section 10
United Nations Habitat and Human Settlements Foundation

10.1 The Foundation is managed by the Deputy Executive Director in his or her capacity as Deputy Administrator, assisted by a Director of Technical and Financial Services.

10.2 The core function of the Foundation and its primary operative objective is to serve as an international facility to assist in strengthening national human settlement development programmes through the provision of seed capital and the extension of the technical and financial assistance necessary to permit the effective mobilization of domestic resources in support of the implementation of the Habitat Agenda. This entails:

(a) Stimulating innovative approaches to pre-investment, pre-project and financing strategies for human settlement activities, related urban poverty reduction strategies and integrated city development strategies, while drawing on the

accumulated experience of both the public and private sectors for the mobilization of financial resources for human settlement projects through strategic partnerships;

(b) Promoting and facilitating the mobilization of financial resources from domestic and international sources, including United Nations agencies, the World Bank, regional development banks and bilateral donors, for human settlement development in general and slum upgrading in particular, in accordance with the Cities Without Slums initiative endorsed in the Millennium Declaration;[4]

(c) Organizing technical assistance services related to human settlement development financing;

(d) Promoting the adaptation and transfer of appropriate scientific and technical knowledge on human settlement projects, with particular attention to poor and low-income populations.

Section 11
Final provisions

11.1 The present bulletin shall enter into force on 1 December 2002.

11.2 Secretary-General's bulletin ST/SGB/1999/22 of 23 December 1999, entitled "Organization of the United Nations Centre for Human Settlements (Habitat)", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

[4] See General Assembly resolution 55/2.